

**Supporting Statement For  
The Airman & Family Readiness Center Information  
HQ USAFIDPDF (Force Sustainment Division)  
AF Forms 2800, 2801 & 2805  
OMB: 0701-0070**

**A. JUSTIFICATION**

1. Need for the Information Collection

Air Force Airman and Family Readiness Centers (A&FRC) serve as the focal point for all assistance programs and activities on behalf of military families and eligible DoD beneficiaries IAW Public Laws 101-189 and 101-510, DoD Directive 1342.17, DoD Instruction 1338.19, DoD Instruction 1342.22, Air Force Policy Directive 36-30, and Air Force Instruction 36-3009. These services are necessary to assist eligible beneficiaries and their families in resolving the special problems associated with military life. The information collected on the forms will help to ensure that the needs of persons seeking assistance are met expeditiously and effectively.

2. Use of Information

AF Form 2800 is to be used by the A&FRC staff to gather information from customers during the initial contact, to record the type of contact and actions taken or follow-up recommended. The information for AF Form 2800 is collected via staff interview or self completion. The AF Form 2801 is used to document assessment of the type of assistance needed. This form is completed by A&FRC staff based on interviews with respondents. AF Form 2805 is used to record A&FRC volunteers service. The information from AF Form 2805 is collected via interview or self-completion. The information collected is analyzed to determine program usage and trends, as well as program evaluation, service targeting, and future budgeting. The data from these forms is also used for planning and programming for evaluating the effectiveness of programs, and for ensuring the effective delivery of services to families.

3. Use of Technology

These forms are available through the Air Force electronic forms system. Improved information technology is being utilized to allow the data to be entered directly into an electronic data base. The result of gathering this information electronically will decrease requirements for information gathering from eligible customers.

4. Non-duplication

This specific information is not available from other sources. Since the data collected reflects usage of A&FRCs, there are no other agencies that can provide this type of data, and similar information does not exist.

5. Burden on Small Business

This collection does not affect small business or other small entities.

## 6. Less Frequent Collections

Collection of information is completed only when contacts are made with users of service. Less frequent collection would result in insufficient information for evaluation, programming, and budgeting.

## 7. Paperwork Reduction Act Guidelines

This collection of information is consistent with the requirements of 5CFR 1320.5(d)(2).

## 8. Consultation and Public Comments

A 60 day Federal Register notice was published. No comments were received. An Air Force working group periodically reviews the information collection requirements.

## 9. Gifts or Payments

No payment or gift will be provided to the respondents.

## 10. Confidentiality

Disclosure of information is voluntary and failure to provide information will not result in denial of service. A Privacy Act Statement is provided on the forms. Air force Instruction 36-309, Family Support Centers, includes the following paragraph 5.2. on Privacy:

Privacy. Information obtained from individuals and FSC records must be Appropriately safeguarded to protect an individual's privacy. However, certain Instances governed by regulations and statutes require reporting to Appropriate authorities. Prior to obtaining information from a client, FSC staff must Inform clients that information may be released under limited circumstances.

Instances to report include (but are not limited to): Personnel Reliability Program (AFI 36-2104), Family Advocacy Program (AFI 40-301), and the commission of a crime in violation of Uniformed Code of Military Justice, federal or state law.

We are a military institution and all records for the Department of Defense are stored and tracked by Privacy Act information. If the military system changes, using some other unique identifier instead of the SSN for each member of the Armed Forces, then the Air Force and other military institutions would follow suit.

## 11. Sensitive Questions

There are no questions of a sensitive nature.

12. Respondent Burden and its Costs

The annual hour burden is as follows for each form:

AF Form 2800: 1 form per contact x 10,000 contacts x 5 minutes

AF Form 2801: 1 form per contact x 10,000 contacts x 5 minutes

AF Form 2805: 1 form per contact x 10,000 contacts x 5 minutes

Total Hour Burden: 30,000 x 5 minutes = 7500

There is no annual cost to respondents for any of these forms.

13. Cost of Respondent Burden

There is no additional cost burden to respondents.

14. Cost to the Federal Government

The estimated annual costs to the Federal Government for printing are as follows:

AF Form 2800: 2,500 x 0.01374 = \$34.35

AF Form 2801: 2,500 x 0.01374 = \$34.35

AF Form 2805: 2,500 x 0.01374 = \$34.35

Total estimated cost = \$103.05

The estimated annual costs to the Federal Government for personnel is as follows:

AF Form 2800: 440 x \$20.00 = \$8,800

AF Form 2801: 440 x \$25.00 = \$11,000

AF Form 2805: 440 x \$25.00 = \$11,000

Total estimated cost = \$30,800

15. Reasons for Change in Burden

This is an extension of a previously approved collection.

16. Collections of Information

The results of this collection will not be published.

17. Expiration Date

Approval is not sought for avoiding display of the expiration date for OMB approval.

18. Certification Statement

There will be no exceptions to the certification statement identified in Item 19, “Certification for Paperwork Reduction Act Submission,” of OMB Form 83-1.

**B. COLLECTIONS OF INFORMATION EMPLOYING STATISTICAL METHODS:**

The collection of this information does not employ statistical methods.